

BOBJ REPORT DESCRIPTION

B0075 Position FTE for IT and Non-IT Classes

Report Description:

The B0075 Report lists the total number of Full Time Equivalent (FTE) positions, with totals broken out for Information technology (IT) and Non-IT job classes for each agency.

Report Location:

OM: Position Budget Data

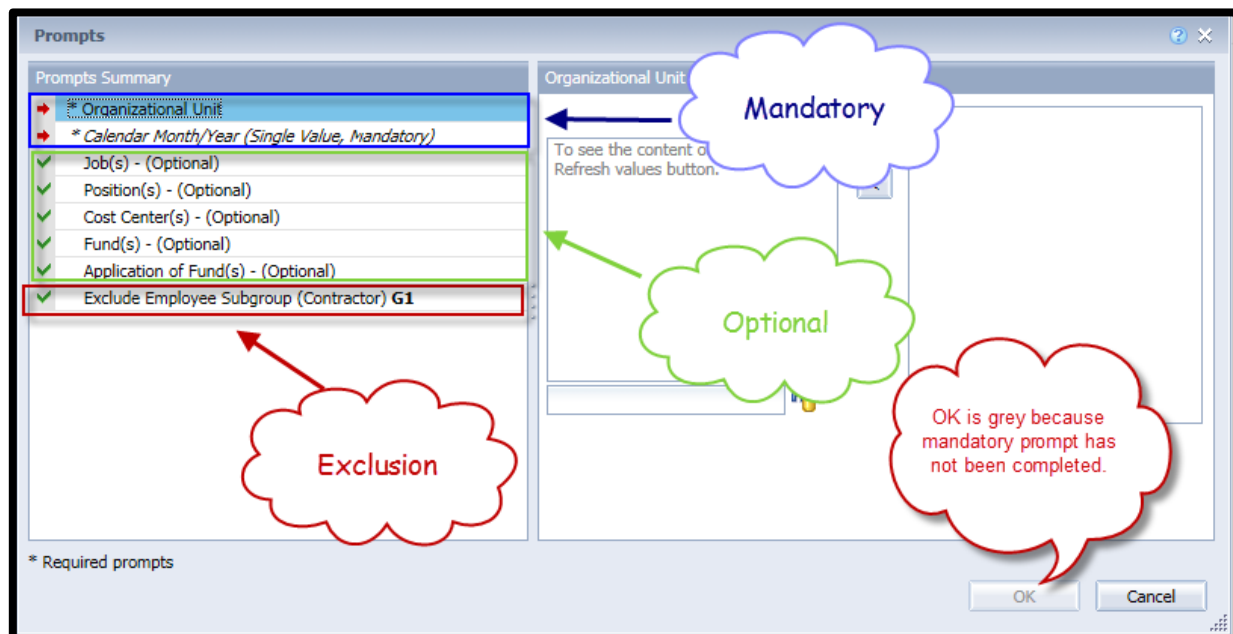
Report uses:

- This report is used to supplement the annual B0049 IT Expenditures report to provide IT Costs and position counts per agency.
- This report can be used to identify the number of FTE IT and Non-IT positions for the org unit specified for human resource planning purposes.

Quick Links

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How to run this report



Prompts

Prompts Summary

- * **Organizational Unit**
- * *Calendar Month/Year (Single Value, Mandatory)*
- ✓ Job(s) - (Optional)
- ✓ Position(s) - (Optional)
- ✓ Cost Center(s) - (Optional)
- ✓ Fund(s) - (Optional)
- ✓ Application of Fund(s) - (Optional)
- ✓ **Exclude Employee Subgroup (Contractor) G1**

Organizational Unit

Mandatory

To see the content of Refresh values button.

Optional

Exclusion

OK is grey because mandatory prompt has not been completed.

* Required prompts

OK Cancel

Mandatory Prompts

Mandatory prompts have a red arrow indicator (➔) followed by an asterisk (*) on the left side of the prompts. When a valid value(s) is entered, this indicator will turn into a green check mark (✓).

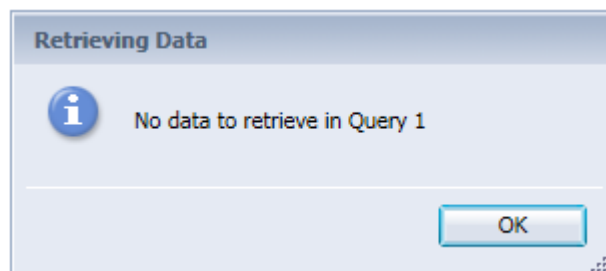
- ➔ ***Organizational Unit:** To select data for this prompt:
- Make sure the “Organizational Unit” prompt is selected (1).
 - Click the “Refresh Values” icon to see the list of Org Units (2).
 - Navigate down to select the desired Org Unit (3).
 - Click the right arrow to add it to the selection box (4).

The screenshot shows the 'Prompts' dialog box. On the left, the 'Prompts Summary' list includes several prompts, with '* Organizational Unit OSC BEACON BEST Shared Services' selected. The main area displays the 'Organizational Unit' prompt, showing a tree view of organizational units. The 'OSC BEACON BEST Shared Services' unit is highlighted. A 'Refresh Values' button is visible. A right arrow button is also present. A callout bubble states: 'OK is grey because other mandatory prompts have not been completed.'

- ***Calendar Month/Year (Single Value, Mandatory):** To select data for this prompt,
- Make sure the “Calendar Month(s)/Years” prompt is selected (1).
 - Select Calendar Month using one of the options below
 - Click “Refresh Values” (2).
 - OR**
 - In the search box, narrow down the date selection by using the wildcard *YYYY format and press the enter key (3).
 - Click on the Calendar Month in your range (4).
 - OR**
 - Click the Key icon (5). Notice the Calendar Month values appear in YYYYMM format in brackets.
 - Enter the Calendar Month using the YYYYMM format (e.g. 201606) in box (6).
 - Click on the right arrow button (7) to add the date to the selection box.
 - If no other prompts are required, click the “OK” button to run the report.

The screenshot shows the 'Prompts' dialog box with the 'Calendar Month/Year (Single Value, Mandatory)' prompt selected. The 'Available prompt variants' list on the left includes 'Calendar Month/Year (Single Value, Mandatory) JUN 2016' (1). The 'Refresh Values' button (2) is highlighted. The search box (3) contains '*2016'. The 'ZCISM_CALMONTH' list (4) shows 'MAR 2016 (201603)' and 'JUN 2016 (201606)'. The 'JUN 2016' value is entered in the text box (6). The 'Refresh Values' button (5) is highlighted. The 'Right Arrow' button (7) is highlighted. The 'OK' button is at the bottom right.

Note: Although historical months may appear when you click on “Refresh Values”, only data from June 2015 and after is available for this report. If a month prior to June 2015 is selected, you will receive the following message.



- ✓ **Position(s) – (Optional):** To select data for this prompt,
- Make sure the “Position(s) – (Optional)” prompt is selected (1).
 - Enter a search text with an asterisk (*) in the search box to view the list of values for Position (2).
 - Click the search icon (3).
 - Click the key icon to view the Position numbers (4).
 - Select the desired position (5).
 - **OR**, if you know the position number (key) or position name (description), you can enter it directly in (6).
 - Click the right arrow to add the position to the selection box (7).

The screenshot shows the 'Prompts' dialog box. On the left, the 'Prompts Summary' lists several prompts, with 'Job(s) - (Optional)' highlighted. The main area shows the 'Job(s) - (Optional)' prompt selected. The search box contains '30000803'. A list of job titles is displayed, with 'Administrative Officer I (30000803)' selected. The search box contains an asterisk (*). The right side shows the selected job title 'Administrative Officer I' in the selection box. Numbered callouts 1 through 7 indicate the steps described in the text.

Note: Sometimes search on with wild char * in position field returns an error if the number of position search exceeds the system limit. In those situations, choose a smaller agency OrgUnit hierarchy or enter a known position or run the report with Mandatory prompts and return to prompt screen to choose one or more positions.

- ✓ **Cost Center(s) – (Optional):** To select data for this prompt,
- Make sure the “Cost Center(s) – (Optional)” prompt is selected (1).
 - Enter * wildcard in the search box (2).
 - Click the search icon (3).
 - Click the key icon to display the Cost Center with the name and key (4).
 - Select the desired Cost Center entry (5).
 - **OR**, if you know the Cost Center number (key), you can enter directly in (6).
 - Click the right arrow to add the Cost Center to the selection box (7).

The screenshot shows the 'Prompts' dialog box. On the left, the 'Prompts Summary' lists several prompts, with 'Cost Center(s) - (Optional) 1400010000' highlighted and labeled with a yellow callout '1'. The main area is titled 'Cost Center(s) - (Optional) (optional)'. It features a search box containing 'NC011400010000' (labeled '6'), a search icon (labeled '3'), and a key icon (labeled '4'). Below the search box is a list of Cost Centers, with '1400010000 (NC011400010000)' selected (labeled '5'). To the right of the list is a selection box containing '1400010000' (labeled '7'). At the bottom of the main area, there is a date and time field showing 'June 14, 2016 3:23:21 PM GMT-04:00' and a search icon (labeled '2'). The bottom of the dialog box has 'OK' and 'Cancel' buttons.

- ✓ **Fund(s) – (Optional):** To select data for this prompt,
- Make sure the “Fund(s) – (Optional)” prompt is selected (1).
 - Enter * wildcard in the search box (2).
 - Click the search icon (3) to see the list of Fund(s).
 - Click the key icon to display the Fund with the name and key (4).
 - Select the desired Fund entry (5).
 - **OR**, if you know the Fund number (key), you can enter directly in (6).
 - Click the right arrow to add the Fund to the selection box (7).

The screenshot shows the 'Prompts' dialog box with the following components:

- Prompts Summary:** A list of prompts on the left. The 'Fund(s) - (Optional) 141000001' prompt is highlighted with a yellow box labeled '1'.
- Available prompt variants:** A dropdown menu at the top left.
- Fund(s) - (Optional) (optional):** A section on the right containing:
 - A search box at the top with 'NC01141000001' entered, highlighted with a yellow box labeled '6'. To its right is a key icon highlighted with a yellow box labeled '4'.
 - A list of fund entries below the search box:

| Fund |
|---------------------------|
| 141000001 (NC01141000001) |
| 141000005 (NC01141000005) |
| 142200005 (NC01142200005) |

The first entry is highlighted with a yellow box labeled '5'.
 - A text box on the far right containing '141000001', highlighted with a yellow box labeled '7'.
 - Navigation arrows between the list and the text box.
 - A search icon (magnifying glass) highlighted with a yellow box labeled '3'.
 - A search box at the bottom left containing '*', highlighted with a yellow box labeled '2'.
- Footer:** Includes the text '* Required prompts' and 'OK' and 'Cancel' buttons.

- ✓ **Application of Fund(s) – (Optional):** To select data for this prompt,
- Make sure the “Application of Fund(s) – (Optional)” prompt is selected (1).
 - Enter * wildcard in the search box (2).
 - Click the search icon (3) to see the list of Application of Fund(s).
 - Click the key icon to display the Application of Fund with the name and key (4).
 - Select the desired Application of Fund entry (5).
 - **OR**, if you know the Application of Fund number (key), you can enter directly in (6).
 - Click the right arrow to add the Application of Fund to the selection box (7).

The screenshot shows the 'Prompts' dialog box with the following components:

- Prompts Summary:** A list of prompts with checkboxes. The 'Application of Fund(s) - (Optional) 14160' prompt is selected and highlighted. A yellow callout '1' points to this prompt.
- Available prompt variants:** A dropdown menu at the top left.
- Application of Fund(s) - (Optional) (optional):** A section on the right with a search box containing 'NC0114160' (callout '6'), a search icon (callout '4'), and a list of results: '14160 (NC0114160)' (callout '5') and '24160 (NC0124160)'. A yellow callout '7' points to the right arrow button next to the search box.
- Search Box:** A text box at the bottom left containing '*' (callout '2') and a search icon (callout '3').
- Buttons:** 'OK' and 'Cancel' buttons at the bottom right.

Exclusion Prompts

Exclusion prompts are also indicated with a green check mark (✓) but are generally prefilled with a specific set of data values. They are provided to exclude specified data by default while allowing customers the flexibility of changing them when necessary. Any rows containing data values listed in the exclusion selection box will not be fetched into the report.

- ✓ **Exclude Employee Subgroup (Contractor, Temporary Solutions) G1, GC, GD, GE, GF:**
To remove this exclusion,
 - Make sure the Exclude Employee Subgroup prompt is selected (1).
 - Click the subgroup you want to remove under the selected values box (2) - in this example, G1 is selected to be removed.
 - Click the left arrow (3).

The screenshot shows the 'Prompts' dialog box. On the left, the 'Prompts Summary' list contains several prompts, with 'Exclude Employee Subgroup (Contractor, Temporary Solutions) G1;GC;GD;GE;GF' selected and marked with a yellow '1'. The main area on the right is titled 'Exclude Employee Subgroup (Contractor, Temporary Solutions) (optional)'. It contains a text box with search criteria instructions and a list of subgroups: G1, GC, GD, GE, GF. G1 is selected in the list, marked with a yellow '2'. A yellow '3' points to the left arrow button between the text box and the list. The 'Available prompt variants' dropdown at the top left is set to 'Exclude Employee Subgroup (Contractor, Temporary Solutions) G1;GC;GD;GE;GF'. The bottom of the dialog has 'OK' and 'Cancel' buttons.

B0075 POSITION FTE FOR IT AND NON-IT CLASSES

Initial Layout

The report is generated with a list of position counts for the org unit entered as of the selected calendar month/year.

- **B0075 Pos FTE Count IT & NON IT** – This report tab is the base report and shows the columns available. Below is a sample of the report.

| B0075: Position FTE for IT and Non-IT Classes as of JUN 2016 | | | | | | Execution Date: 6/15/16 |
|--|-------------|--------------------|--------------|--------------|------------|-------------------------|
| Business Area | Agency Code | Agency Description | Total IT FTE | Total Non-IT | Total FTE | |
| 1400 | 14 | State Controller | 52.000 | 124.000 | 176.000 | |
| 1500 | Z3 | Global Trans Park | 0.000 | 15.000 | 15.000 | |
| 1500 | ZA | Ports Authority | 12.000 | 234.000 | 246.000 | |
| 1500 | 15 | Transportation | 396.000 | 13,739.790 | 14,135.790 | |
| Total | | | 460.000 | 14,112.790 | 14,572.790 | |

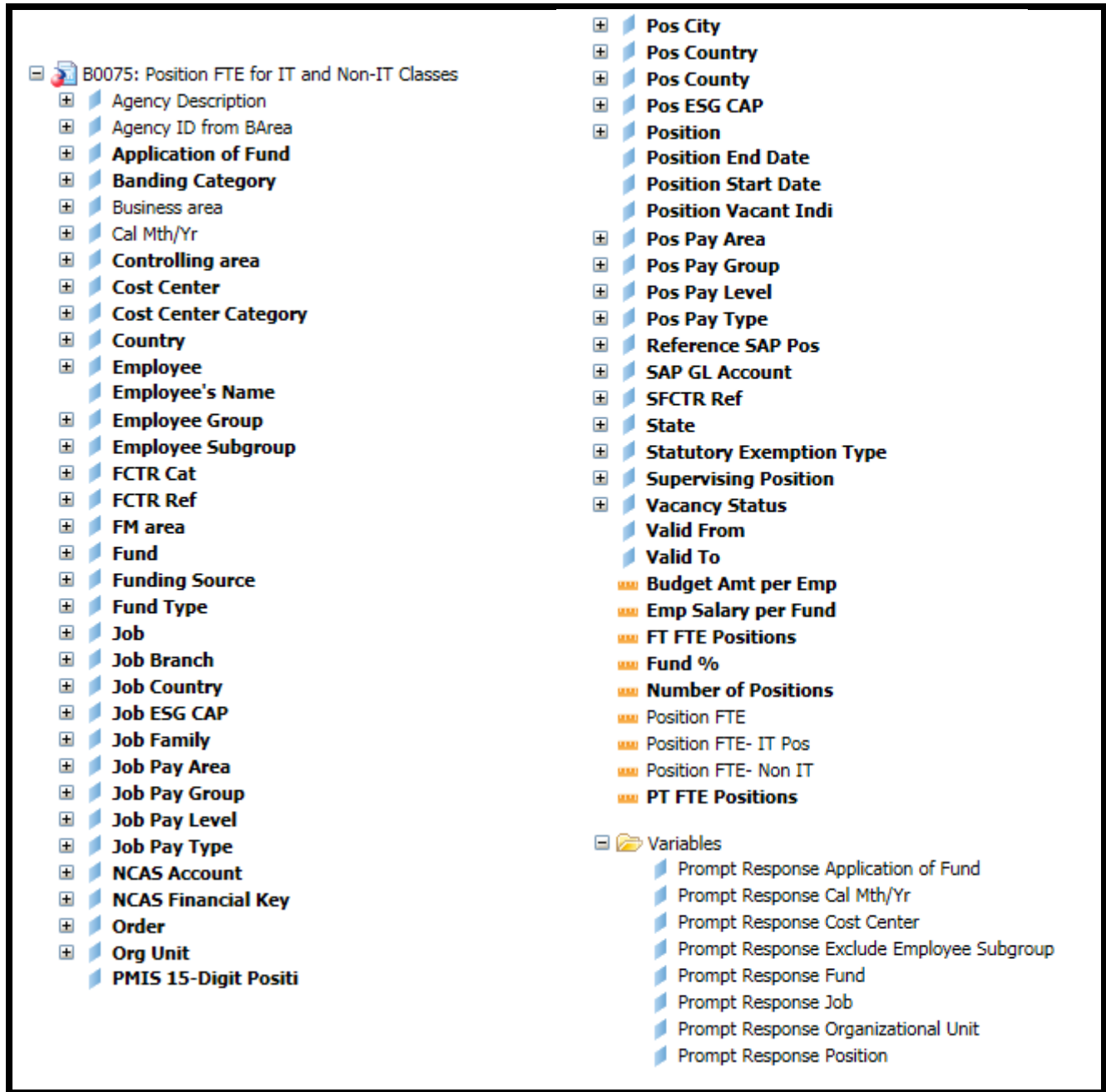
- **B0075 Position Total FTE** – This report tab provides a report with no headers, created for internal purposes. It can be used to view or download at-a-glance total FTE counts for the agencies on the base report by agency code. Below is a sample of the report:

| Agency Code | Total FTE |
|-------------|------------|
| 14 | 176.000 |
| 15 | 14,135.790 |
| Z3 | 15.000 |
| ZA | 246.000 |

B0075 POSITION FTE FOR IT AND NON-IT CLASSES

Available Objects

This is a list of the available objects that can be added to the report, once in Design mode:



BO075 POSITION FTE FOR IT AND NON-IT CLASSES

Special Report Considerations/Features

- FTE calculations for positions are based on the employee subgroups. The position is considered a full-time position if it belongs to one of the following employee subgroups:

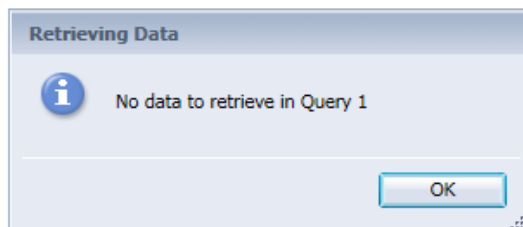
| | | | |
|----------------------|----------------------|----------------------|----------------------|
| FT N-FLSAOT Perm Dir | FT N-FLSAOT Prob | N/A EPA Gov's Staff | FT S-FLSA TL 115C |
| FT N-FLSAOT TL Dir | FT N-FLSAOT TL | N/A EPA Sal Gov&ABC | FT S-FLSATLProb 115C |
| FT N-FLSAOT Temp Dir | FT N-FLSAOT TL Prob | N/A EPA Pol-MkingGov | FT N-FLSAOT Perm SC |
| FT N-FLSAOT Perm JB1 | FT N-FLSAOT Student | N/A EPA StatutoryPos | FT N-FLSAOT TL SC |
| FT N-FLSAOT TL JB1 | FT N-FLSAOT Intermit | N/A EPA Pos Gov | FT N-FLSAOT Temp SC |
| FT N-FLSAOT Temp JB1 | FT S-FLSAOT Perm | N/A EPA PM Conf Asst | FT N-FLSAOT Perm CJP |
| FT N-FLSAOT Perm JB2 | FT S-FLSAOT Prob | N/A EPA PM Conf Sec | FT N-FLSAOT TL CJP |
| FT N-FLSAOT TL JB2 | FT S-FLSAOT TL | N/A EPA Chief Deputy | FT N-FLSAOT Temp CJP |
| FT N-FLSAOT Temp JB2 | FT S-FLSAOT TL Prob | N/A EPA StatGAAprAct | FT N-FLSAOTPerm ACJP |
| FT N-FLSAOT Perm JB3 | FT S-FLSAOT Student | N/A EPA MiscStat Pos | FT N-FLSAOT TL ACJP |
| FT N-FLSAOT TL JB3 | FT S-FLSAOT Intermit | N/A EPA ExManagerial | FT N-FLSAOTTemp ACJP |
| FT N-FLSAOT Temp JB3 | FT S-FLSAOT Tme | Contractor | FT S-FLSAOTPerm ACJP |
| FT N-FLSAOT Perm DA | FT S-FLSAOT Fld Tme | Pick-up FireFighter | FT S-FLSAOT TL ACJP |
| FT N-FLSAOT TL DA | FT N-FLSA Perm 12C | National Guard | FT S-FLSAOTTemp ACJP |
| FT N-FLSAOT Temp DA | FT N-FLSA Prob 12C | Federal | FT N-FLSAOT Perm AD |
| FT N-FLSAOT Perm ADA | FT N-FLSA TL 12C | Temp FT N-FLSAOT | FT N-FLSAOT TL AD |
| FT N-FLSAOT TL ADA | FT N-FLSA TLProb 12C | Temp FT S-FLSAOT | FT N-FLSAOT Temp AD |
| FT N-FLSAOT Temp ADA | FT S-FLSA Perm 12C | Temp Sol FT N-FLSAOT | FT N-FLSAOT Perm JBS |
| FT N-FLSAOT Perm MAG | FT S-FLSA Prob 12C | Temp Sol FT S-FLSAOT | FT N-FLSAOT TL JBS |
| FT N-FLSAOT TL MAG | FT S-FLSA TL 12C | FT N-FLSA Perm 10C | FT N-FLSAOT Temp JBS |
| FT N-FLSAOT Temp MAG | FT S-FLSA TLProb 12C | FT N-FLSA Prob 10C | FT S-FLSAOT Perm JBS |
| FT S-FLSAOT Perm CR | FT N-FLSA Perm 11C | FT N-FLSA TL 10C | FT S-FLSAOT TL JBS |
| FT S-FLSAOT TL CR | FT N-FLSA Prob 11C | FT N-FLSA TLProb 10C | FT S-FLSAOT Temp JBS |
| FT S-FLSAOT Temp CR | FT N-FLSA TL 11C | FT S-FLSA Perm 10C | N/A EPA ConstitutOff |
| FT N-FLSAOT Perm CSC | FT N-FLSA TLProb 11C | FT S-FLSA Prob 10C | N/A EPA Sal Bd & Com |
| FT N-FLSAOT TL CSC | FT S-FLSA Perm 11C | FT S-FLSA TL 10C | N/A EPA Sal GA |
| FT N-FLSAOT Temp CSC | FT S-FLSA Prob 11C | FT S-FLSA TLProb 10C | N/A EPA Sal GAREcGov |
| FT N-FLSAOT Perm | FT S-FLSA TL 11C | FT EPA | N/A EPA Lt Gov Staff |
| FT N-FLSAOT Prob | FT S-FLSA TLProb 11C | FT N-FLSA Perm 115C | N/A EPA Gov's Staff |
| FT N-FLSAOT TL | N/A EPA ConstitutOff | FT N-FLSA Prob 115C | N/A EPA Sal Gov&ABC |
| FT N-FLSAOT TL Prob | N/A EPA Sal Bd&Com | FT N-FLSA TL 115C | N/A EPA Pol-MkingGov |
| FT N-FLSAOT Student | N/A EPA Sal GA | FT N-FLSATLProb 115C | N/A EPA StatutoryPos |
| FT N-FLSAOT Intermit | N/A EPA SalGA RecGov | FT S-FLSA Perm 115C | N/A EPA Pos Gov |
| FT S-FLSAOT Perm | N/A EPA Lt Gov Staff | FT S-FLSA Prob 115C | N/A EPA PM Conf Asst |
| | | | N/A EPA PM Conf Sec |
| | | | N/A EPA Chief Deputy |
| | | | N/A EPA StatGAAprAct |
| | | | N/A EPA MiscStat Pos |
| | | | N/A EPA ExManagerial |

BO075 POSITION FTE FOR IT AND NON-IT CLASSES

- The position is considered part-time if it belongs to one of the following employee subgroups:

| | | | |
|----------------------|----------------------|----------------------|----------------------|
| PT S-FLSAOT Perm MAG | PT S-FLSAOT Temp CR | PT EPA | PT S-FLSAOT Temp JBS |
| PT S-FLSAOT TL MAG | PT N-FLSAOT Perm CSC | PT N-FLSAOT Perm SC | PT N-FLSAOT Perm |
| PT S-FLSAOT Temp MAG | PT N-FLSAOT TL CSC | PT N-FLSAOT TL SC | PT N-FLSAOT Prob |
| PT N-FLSAOT Perm Dir | PT N-FLSAOT Temp CSC | PT N-FLSAOT Temp SC | PT N-FLSAOT TL |
| PT N-FLSAOT TL Dir | PT N-FLSA Perm 11C | PT N-FLSA Perm 12C | PT N-FLSAOT TL Prob |
| PT N-FLSAOT Temp Dir | PT N-FLSA Prob 11C | PT N-FLSA Prob 12C | PT N-FLSAOT Student |
| PT N-FLSAOT Perm JB1 | PT N-FLSA TL 11C | PT N-FLSA TL 12C | PT N-FLSAOT Intermit |
| PT N-FLSAOT TL JB1 | PT N-FLSA TLProb 11C | PT N-FLSA TLProb 12C | PT N-FLSA Perm 115C |
| PT N-FLSAOT Temp JB1 | PT S-FLSA Perm 11C | PT S-FLSA Perm 12C | PT N-FLSA Prob 115C |
| PT N-FLSAOT Perm JB2 | PT S-FLSA Prob 11C | PT S-FLSA Prob 12C | PT N-FLSA TL 115C |
| PT N-FLSAOT TL JB2 | PT S-FLSA TL 11C | PT S-FLSA TL 12C | PT N-FLSATLProb 115C |
| PT N-FLSAOT Temp JB2 | PT S-FLSA TLProb 11C | PT S-FLSA TLProb 12C | PT S-FLSA Perm 115C |
| PT N-FLSAOT Perm JB3 | Volunteer | PT N-FLSAOT Perm CJP | PT S-FLSA Prob 115C |
| PT N-FLSAOT TL JB3 | Board Member | PT N-FLSAOT TL CJP | PT S-FLSA TL 115C |
| PT N-FLSAOT Temp JB3 | Temp PT N-FLSAOT | PT N-FLSAOT Temp CJP | PT S-FLSATLProb 115C |
| PT N-FLSAOT Perm DA | Temp PT S-FLSAOT | PT N-FLSAOTPerm ACJP | PT S-FLSAOT Perm |
| PT N-FLSAOT TL DA | Temp Sol PT N-FLSAOT | PT N-FLSAOT TL ACJP | PT S-FLSAOT Prob |
| PT N-FLSAOT Temp DA | Temp Sol PT S-FLSAOT | PT N-FLSAOTTemp ACJP | PT S-FLSAOT TL |
| PT N-FLSAOT Perm ADA | PT N-FLSA Perm 10C | PT S-FLSAOTPerm ACJP | PT S-FLSAOT TL Prob |
| PT N-FLSAOT TL ADA | PT N-FLSA Prob 10C | PT S-FLSAOT TL ACJP | PT S-FLSAOT Student |
| PT N-FLSAOT Temp ADA | PT N-FLSA TL 10C | PT S-FLSAOTTemp ACJP | PT S-FLSAOT Intermit |
| PT N-FLSAOT Perm MAG | PT N-FLSA TLProb 10C | PT N-FLSAOT Perm AD | PT S-FLSAOT Time |
| PT N-FLSAOT TL MAG | PT S-FLSA Perm 10C | PT N-FLSAOT TL AD | PT S-FLSAOT Fld Time |
| PT N-FLSAOT Temp MAG | PT S-FLSA Prob 10C | PT N-FLSAOT Temp AD | |
| PT S-FLSAOT Perm CR | PT S-FLSA TL 10C | PT N-FLSAOT Perm JBS | |
| PT S-FLSAOT TL CR | PT S-FLSA TLProb 10C | PT N-FLSAOT TL JBS | |

- Positions included in the FTE IT totals are determined by the position's job family. If the position belongs to the Information Technology (90000004 or 91000011) job family, then the position is included in the FTE IT total count. Otherwise, the position is included in the FTE Non-IT position count.
- Vacant positions are identified by having no employee assigned to the position as of Calendar Month/Year. Calendar Month/Year for previous months is represented as the last day of the month (i.e. Jun 2015 equals Jun 30, 2015). If the current month/year was selected, then the actual date is current date minus one day.
- Historical data prior to June 2015 is not available on this report. If you attempt to run the report using a date prior to June 2015, the following message will appear.



BO075 POSITION FTE FOR IT AND NON-IT CLASSES

Change Log

Effective Date 6/15/2016

- IT Job Family 91000011 is included in the report.
- Manual entry is allowed now in Calendar Month/Year, Cost Center, Fund and Application of Fund prompts.
- Report converted to new format.

Effective Date 1/26/2017

- Data filtered for Calendar Month/Year greater than or equal to June2015.